



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

**#T1993 EXTENDED SCHOOL DAY ("6 TO 6") PROGRAM COORDINATOR**

**\*SALARY: \$5407 to \$6550, Monthly, effective 12-20-03**

**\*APPLY: FIRST DATE: December 19, 2003**

**LAST DATE: January 30, 2004**

Since vacancies may be filled from the eligible list as soon as the first group of applicants has been processed, you are encouraged to apply promptly. Persons may apply only once during this application filing period. Future application filing periods may be announced. **IMPORTANT:** Completed applications must be received by the Personnel Department by 5:00 p.m. on the final filing date. Late applications will be rejected. Postmarks are NOT accepted. If returning your application via the U.S. Postal Service, you should use "**Certified Mail-Return Receipt Requested**" to provide verification of timely delivery.

**REQUIREMENTS:** You must meet the following requirements on the date you apply, unless otherwise indicated.

**EDUCATION:** A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units). **Applicants must submit proof of units completed or degree obtained.**

**-AND-**

**EXPERIENCE:** Four years of full-time experience working and managing before- and after-school programs.

**\*NOTES:**

1. Regional management experience of multiple sites is desirable.
2. B.A. or equivalent in Child Development, Education, or a related field is highly desirable.
3. Supervisory experience is highly desirable.
4. Excellent oral and written communications skills is highly desirable.
5. Experience using a computer is highly desirable.

**LICENSE:** A valid California Class C Driver's License is required at the time of hire.

**DUTIES:** The Extended School Day ("6 to 6") Program Coordinator will be responsible for coordinating the subcontractors, providing training, technical assistance, and supervision of the "6 to 6" before- and after-school program operations; serve as a liaison between the City and School District(s); interview, train, supervise, and evaluate paid and volunteer staff; coordinate evaluation and reporting data for program funders; and make presentations to the community, business and colleges to promote the Extended School Day ("6 to 6") program.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehension evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**\*PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

MAS/ July 9, 1999/Literacy Program Administrator (*Option Title: Extended School Day ("6 to 6") Program Coordinator/*  
\*Rev. 2 (12-19-03)/Class 1757a

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

**The provisions of this bulletin do not constitute an expressed or implied contract.**

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